

Chapter 01: Historical - Foreign Policy and Relations Records

Principal Officers**B010101 Principal Officer's Program Files**

Description: Arranged by subject. Consists of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material maintained by or for the direct use of principal officers at each post.

Includes files of all Principal Officers and Acting Ambassadors, Charges d'Affaires, Charges d'Affaires ad interim, U.S. Representatives, Consuls General, Consuls, Chiefs of Liaison Office, and Principal Officers of U.S. Interest Sections. This Chapter does not cover Consular agents.

Note: NODIS & EXDIS - Refer to 5 FAH-4, H-314.7-2

Disposition: Permanent. Cut off at the end of incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 1

B010102 Chronological Files

Description: Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material maintained for the direct use of principal officers at each post.

Includes files of all Principal Officers and Acting Ambassadors, Charges d'Affaires, Charges d'Affaires ad interim, U.S. Representatives, Consuls General, Consuls, Chiefs of Liaison Office, and Principal Officers of U.S. Interest Sections. This Chapter does not cover Consular agents.

Disposition: Permanent. Cut off at end of the incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 2

Chapter 01: Historical - Foreign Policy and Relations Records

B010103a Ambassador/Chief of Mission Social and Representational Files.

Description: These files cover the social and representational activities involving the Ambassador/Chief of Mission that include arrangements for receptions, attendance at representational events, letters of appreciation, tours at the ambassador's residence, social meetings with the ambassador, informal/social correspondence, interviews, etc. Included in the files are a variety of correspondence, memorandums, notes cables, talking points, e-mail, copies of bills and receipts, lists of attendees at social events, photographs, videos, bulletins, etc.

a. Official Files.

Disposition: Cut off at the end of the incumbent's tenure at post. Retire to the Records Service Center for transfer to WNRC. Destroy when 5 years old.

DispAuthNo: N1-84-99-1, item 1a

B010103b Ambassador/Chief of Mission Social and Representational Files.

Description: These files cover the social and representational activities involving the Ambassador/Chief of Mission that include arrangements for receptions, attendance at representational events, letters of appreciation, tours at the ambassador's residence, social meetings with the ambassador, informal/social correspondence, interviews, etc. Included in the files are a variety of correspondence, memorandums, notes cables, talking points, e-mail, copies of bills and receipts, lists of attendees at social events, photographs, videos, bulletins, etc.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Delete when file copy is generated or when no longer needed for reference or updating.

DispAuthNo: N1-84-99-1, item 1b

Chapter 01: Historical - Foreign Policy and Relations Records

Deputy Principal Officers**B010201 Deputy Principal Officer's Program Files**

Description: Arranged by subject. Consists of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material arranged in chronological order and maintained by or for the direct use of deputy principal officers at each post.

Includes files of all Deputy Principal Officers and Acting Deputy Chiefs of Missions, Assistant Chiefs of Mission, Deputy U.S. Representatives, and Deputy Principal Officers.

Disposition: Permanent. Cut off at the end of incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 3

B010202 Chronological Files

Description: Extra copies of correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes, and other material arranged in chronological order and maintained for the direct use of deputy principal officers at each post.

Includes files of all Deputy Principal Officers and Acting Deputy Chiefs of Missions, Assistant Chiefs of Mission, Deputy U.S. Representatives, and Deputy Principal Officers.

Disposition: Permanent. Cut off at the end of the incumbents' tenure at post. Retire to RSC at the end of the calendar year after the tenure ends. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 4

Chapter 01: Historical - Foreign Policy and Relations Records

Political Section**B010301a Political Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

Note: The disposition instructions apply to all Department of State areas at post associated with the Political or Economic Section. For example: commercial, labor, military, narcotics, science, etc.

a. All material other than telegrams, including correspondence, memorandums, notes, official-informals, reports, speeches, statements, E-mail messages, diplomatic notes, etc.

Disposition: Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 5a

B010301b(1) Political Program Files

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(1) Post to post telegrams not transmitted to the Department.

Disposition: Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 5b(1)

B010301b(2) Political Program Files

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(2) Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action.

Disposition: Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 5b(2)

U.S. Department of State Records Disposition Schedule

July 1, 1999

Chapter 01: Historical - Foreign Policy and Relations Records

B010301b(3) Political Program Files

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(3) Copies of incoming and outgoing telegrams with the Department, not annotated.

Disposition: Block annually. Destroy when 1 year old or sooner. DO NOT RETIRE.

DispAuthNo: N1-84-97-1, item 5b(3)

B010302a Biographic Files

Description: a. Files on a deceased national.

Disposition: Destroy when no longer needed.

DispAuthNo: Nonrecord

B010302b Biographic Files

Description: b. A file which has had no information added to it during the past 10 years.

Note: Notify INR/B of intent to destroy inactive files.

Disposition: Destroy 10 years after the date of the most current document after obtaining INR/B's approval.

DispAuthNo: Nonrecord

Chapter 01: Historical - Foreign Policy and Relations Records

Economic Section**B010401a Economic Program Files**

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

Note: The disposition instructions apply to all Department of State areas at post associated with the Political or Economic Section. For example: commercial, labor, military, narcotics, science, etc.

a. All material other than telegrams, including correspondence, memorandums, notes, official-informals, reports, speeches, statements, E-mail messages, diplomatic notes, etc.

Disposition: Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 6a

B010401b(1) Economic Program Files

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(1) Post to post telegrams not transmitted to the Department.

Disposition: Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 6b(1)

B010401b(2) Economic Program Files

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(2) Copies of incoming and outgoing telegrams with the Department, annotated in a manner that adds to a proper understanding of the formulation or execution of Department action.

Disposition: Permanent. Block annually. Retire to RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-84-97-1, item 6b(2)

Chapter 01: Historical - Foreign Policy and Relations Records

B010401b(3) Economic Program Files

Description: Arranged by TAGS/Terms. The official file of all correspondence, memorandums, notes, official-informals, reports, speeches, statements, telegrams, E-mail messages, diplomatic notes and other material arranged by subject.

b. Telegrams

(3) Copies of incoming and outgoing telegrams with the Department, not annotated.

Disposition: Block annually. Destroy when 1 year old or sooner. DO NOT RETIRE.

DispAuthNo: N1-84-97-1, item 6b(3)

General**B010501 Top Secret Documents**

Description: Arranged by subject or control number. Consist of telegrams, memorandums, and other material maintained in the IPU for the Principal Officers or any of the operating offices of the post. Files are maintained apart from the Subject Files because of security classification and the need to inventory them.

Disposition: Permanent. Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 1 year old. Pouch separately from Subject Files because of classification. Transfer to WNRC when 2 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-84-91-3, item 5
